

OFFICERS OF THE BOARD

The officers of the Board shall be a President, Vice-President, and Superintendent. The Superintendent shall also serve as Secretary-Treasurer of the Board, in accordance with state law.

1. Method of Election

Each officer shall be elected viva voce by a majority of the members present and voting.

2. Time of Election and Term of Office

a. President and Vice-President

The Board, at its first meeting in January, shall elect a President and Vice-President from its membership to serve for a period of one (1) year. The President and Vice-President shall assume their duties immediately following their election to these offices.

b. Superintendent

Every four (4) years, on the first Tuesday of May, the Board shall elect a Superintendent to serve for the four-year term beginning on July 1 of the year of the election. The elected Superintendent shall also serve as Secretary-Treasurer of the Board.

3. Duties of Officers

a. The President of the Terrebonne Parish School Board shall preside at all meetings of the Board, call meetings when necessary, advise with and assist the Superintendent of Schools in promoting the success of schools, and, generally do and perform all duties and acts pertaining to his/her office as provided for by law or as designated by the Board. All deeds and contracts for the schools shall be signed by him/her, but the contracts with teachers shall be signed by the Parish Superintendent and the contracting teacher. The President shall appoint all committees not otherwise provided for by the Board and shall serve as an ex-officio member of these committees. He/she shall be entitled to vote on all matters coming before the Board, but he/she can vote only once. The President of the Board shall countersign all warrants drawn on school funds and duly authorized by the Board.

- b. The Vice-President shall perform the duties of the President in the absence of the President and any other function designated by the Terrebonne Parish School Board. In case of the death of the President, or should the office of President be vacated for any other reason, the Vice-President shall be authorized to perform all the duties of the presidency, including the signing of checks, in the interim that elapses prior to the election of a new President by the Board to fill the unexpired term.
- c. The Secretary-Treasurer shall keep a record of all transactions and proceedings, publish the minutes in the official journal of the School Board as prescribed by law, post all legal notices, inform all members of meetings as hereinafter prescribed, provide each Board Member an agenda for all regular meetings five (5) days in advance of the meeting, prepare and sign all legal documents. He/she shall receive, hold in custody, and expend all funds as directed by the Board. He/she shall furnish a bond in compliance with state law. He/she shall also furnish to each Board Member a copy of all financial reports submitted to the state and perform such other duties as may be required by law or assigned to him/her by the Board. The Superintendent shall receive no compensation whatever for his/her services as School Board Secretary-Treasurer.

REMOVAL

Any officers of the Board may be removed for cause by a majority vote of the membership of the Terrebonne Parish School Board at any regular meeting or at any special meeting after due notice and under such form of procedure as the majority of the Board may direct for the specific occasion.

Ref: La. Rev. Stat. Ann. §§17:54, 17:55, 17:56, 17:83, 17:91; Board minutes, 9-10-74, 11-19-74, 12-17-74, 12-2-75.